



Massachusetts
Department
of
ENVIRONMENTAL
PROTECTION

Massachusetts Department of
Environmental Protection
One Winter Street
Boston, MA 02108-4746

Commonwealth of
Massachusetts
Mitt Romney, Governor

Executive Office of
Environmental Affairs
Stephen R. Pritchard,
Secretary

Department of
Environmental Protection
Robert W. Gollidge Jr.,
Commissioner

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ADA Coordinator at
617-574-6872.

read this first

How to Access the Forms

Brief instructions for a quick start with the new on-line Source Registration forms

HOW TO ACCESS THE FORMS

1. **GO TO the DEP Web page** (www.mass.gov/dep/) and click the "eDEP Online Filing" link on the right.
2. **LOG IN** to your personal homepage. NEW eDEP USERS need to register with eDEP first – this takes about 5 min. NOTE: you do NOT need any special user privileges to complete and file Source Registrations.
3. **CLICK <start new>**. Pick <AQ Source Registration Package> from the drop down list and click <create form>. This opens the PreForm .

NOTE: Any packages you created previously will be listed on your personal eDEP homepage – eDEP stores them in your homepage permanently.

HOW TO CREATE A SOURCE REGISTRATION PACKAGE

Please DO NOT
use the **BACK**
button in eDEP.

1. Click the link <Click here NOW for Source Registration Help> (in the PreForm) to open the Source Registration Web page – IT IS VERY IMPORTANT TO CLICK THIS LINK NOW (it is not available once inside the forms) – this is your help window and your link to the instructions; keep it open for reference.
2. ENTER your facility's TIN and AQ/SEISS ID – then click <search>. Both of these are printed on the bottom of the mailing label on your Source Registration letter. Your TIN is the facility's federal Tax Identification Number (or a temporary alternative code if DEP does not have your TIN). Your AQ/SSEIS ID is a combination of the old AQCR and the SSEIS ID.
3. When your facility's name comes up, click <next> (if it is the wrong facility, verify the TIN and AQ/SSEIS ID – if they are correct, e-mail air.quality@state.ma.us). A <Current Submittal> screen showing where you are in the eDEP process will appear.
4. Click <next step> and the <Source Registration Overview> form opens – this form lists the emission units and stacks for the facility in DEP's database. This is where you create a package of Source Registration forms. CLICK on the box(es) next to the option(s) you want:

- ☒ **EXISTING FACILITIES:** Check this box to create a complete package for an existing facility. **This is the ONLY box most users need to check.**
- ☒ **TO ADD EMISSIONS UNITS OR STACKS:** If you have installed new emissions units or stacks since your last source registration, you will ALSO need to add blank forms to your package for the new units – check the box labeled <check if you added emission units or stacks since your last report>.

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- ☒ **NEW FACILITIES:** Click this option to create a package of blank AP forms to report on a facility for the first time (that is, a new facility, one that has never previously submitted a Source Registration).

TO AMEND A SOURCE REGISTRATION: IGNORE this section UNLESS you need to submit additional or corrected information for the **current** Year of Record. You can return to eDEP at any time during a calendar year to submit corrected information for the current Year of Record.

5. When you have finished filling out the <Overview> form you **MUST CLICK** the blue **Validate** button.
6. **RELATED FORMS SCREEN:** When the system has validated the Source Registration Overview (or any other) form, it will automatically open the <Related Forms > screen. This screen lists all of the forms in the package and their status. Forms with a check “✓” are validated (you can still go back and edit them). Forms with a triangle “▶” are not validated.

IF you asked for blank forms on the OVERVIEW, the system will open the Creator form where you can indicate how many new forms you need. You must also **Validate** this form to proceed.

7. Click on the next form you want to work on, or click on **<next>** which will automatically open the next unvalidated form on the list. **NOTE:** if you have any new Stacks to add, complete those forms 1st; if you have any units to decommission, complete those next, before completing the blank form for the new unit that replaces them. **ALWAYS** complete the TES form last or its calculations will be incorrect. If you make any changes to an emission unit, you need to reopen and validate the TES afterward to update its calculations.

When you are done with a form, validate the form, correct any errors, and pick your next form from the <Related Forms screen>.

**HOW TO CERTIFY
AND SUBMIT
YOUR PACKAGE**

Once you have completed and validated all of the forms in your package return to the <Current Submittal> screen (select **<continue current>** from the top navigation bar).

1. Click **<next>** and the signature page will open. **NOTE:** you **MUST** be a **“RESPONSIBLE OFFICIAL”** to sign a Source Registration.
 2. Click in the Signature Box, TYPE in your name, click the box labeled **“CERTIFICATION FOR ALL FORMS”**, and click the **<I Accept>** box. You will be returned to the <Current Submittal> Screen
 3. Click on **<Submit>** to send your form to DEP. This will open a <Submittal Summary and Receipt Window>
 4. Confirm or correct your email address and click on **<Print Receipt>**
 5. Print the receipt and click **<next>** – **YOU ARE DONE!!**
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